

## SERVICE NOTICE

### Facade Violation Search Portal, Civil Penalty Payments and Waiver Requests to Launch in DOB NOW: *Safety* on July 12, 2021

A new Façade Violations portal is launching in **DOB NOW: *Safety*** on Monday, July 12, 2021, for submitting civil penalty payments or requests to waive civil penalties for Cycles 6 and later that result from a Failure to File or Late Filing of TR6/FISP Reports, FISP Failure to Correct SWARMP Conditions, and FISP Failure to Correct Unsafe Conditions. The portal includes only civil penalties related to DOB violations payable to DOB and not OATH/ECB summonses paid to OATH. The last day to submit payments or waiver requests in person, by email, or mail is Thursday, July 8, 2021.

Before a payment or waiver can be submitted, Failure to File/Late Filing FISP violations require a filed and accepted initial TR6/FISP Report applicable for that filing's Cycle. FISP Failure to Correct Unsafe Conditions violations require a filed and accepted amended TR6/FISP Report in response to the UNSAFE filing.

#### Search Violations Portal

As of Friday, July 9, 2021, the **Facades Cashier Civil Penalty form** can no longer be submitted to the Facades Unit for violations resulting from Cycles 6-9. A new portal has been created in DOB NOW: *Safety* that will calculate the penalties owed and contains all Failure to File/Late Filing TR6/FISP, FISP Failure to Correct SWARMP Conditions, and FISP Failure to Correct violations from the Building Information System (BIS) and DOB NOW. Follow these steps to conduct a search:

- Use an eFiling account to log in at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). If you need to create an eFiling account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips).
- Select **DOB NOW: *Safety*** and then the **Violations** portal.
- From the dashboard select **+Violation Payments** and **Facades**.
- Search by Violation Number, Control Number, Address or BIN. All façade violations for Cycles 6 and later will appear along with the amount of the civil penalty due for each violation.

#### Facade Violation Payments

As of Monday, July 12, 2021, facade violation payments for Cycles 6 and later must be submitted in DOB NOW: *Safety*. Follow the above steps to search for the violation and then take the below steps to proceed:

- Select the violation class (e.g. FISP NRF) for which you want to submit payment. If there are multiple active violations under the same violation class for a given base control number then all violations for that class must be paid for as one application. The last five digits of a control number are referred to as the base control number.
- Save the application to proceed. The respondent information on the request is populated from the information found in the eFiling account that was used to log into DOB NOW.

- Complete the Owner Information and Statements & Signature sections and Save the application again.
- The last step is to select Proceed to Pay to enter the payment in the CityPay portal.

Payments made in DOB NOW: *Safety* by **credit card** will be processed immediately and the violation(s) status will change to dismissed in the **Buildings Information System (BIS)**. Payments made by **eCheck** will take up to 10 days to be processed. An email notification will be sent when the payment has processed and the violation has been dismissed.

For Cycles 6 and later, only payments that are mailed to the Department of Buildings with a postmark dated no later than July 8, 2021 will be processed for payment and violation dismissal upon successful payment. Violations for Cycle 5 and earlier will continue to be processed by the Facades unit and cannot be submitted in DOB NOW: *Safety*.

### Civil Penalty Waivers

The last day to submit a **Façade Waiver of Penalties Form to the Facades Unit** for Cycles 6 and later is Thursday, July 8, 2021. A new portal has been created in DOB NOW: *Safety* to submit requests beginning on Monday, July 12, 2021.

- Use an eFiling account to log in at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). If you need to create an eFiling account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips).
- Select **DOB NOW: Safety** and then the **Violations** portal.
- From the dashboard select **+Civil Penalty Waiver** and **Facades**.
- Search by Violation Number, Control Number, Address or BIN. All active façade violations for Cycles 6 and later will appear. Select the specific violation(s) for which you want to submit a waiver request and press the **+Add** button. Only five violations can be submitted in one waiver request. If there are more than five violations, multiple applications will need to be submitted.
- Select the Waiver Request Reason. See **1 RCNY §103-04** for waiver information.
- Save the application to proceed. The respondent information on the request is populated from the information found in the eFiling account that was used to log into DOB NOW.
- Upload any required supporting documentation on the Documents tab.
- Complete the Statements & Signature section and Save the application again.
- The last step is to select the Submit button. The request will not be reviewed by DOB staff until the Submit button is selected.

An email notification will be sent with the status of the review. If the waiver is granted, the violation status in BIS will be updated to dismissed.

For Cycles 6 and later, only waiver requests that are mailed to the Department of Buildings with a postmark dated no later than July 8, 2021 will be processed for possible violation dismissal. Waiver requests for violations from Cycle 5 and earlier will continue to be processed by the Facades unit and cannot be submitted in DOB NOW: *Safety*.

If you need assistance with the facades violations portal, submit an inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).